

DELAWARE TRANSIT CORPORATION

POSTING NO. 068-2015

POSITION VACANCY POSTING

DATE OF POSTING March 10, 2015

CLOSING DATE March 17, 2015

METHOD OF APPLICATION: Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, AN EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. on **March 17, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 547 JOB CODE #: 015

POSITION TITLE Secretary

PAY GRADE 8 PAY RATE _____ PAY RANGE \$27,458. - \$34,323.
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent County DEPARTMENT Operations
SECTION Administration

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

This position provides administrative support services at a journey-level. The duties assigned may vary, but include such things as handling telephone calls coming in to the unit; scheduling meetings and functions and preparing materials for them; obtaining information requested; establishing and/or maintaining records systems for the office; preparing all materials that go out of the office; reviewing materials for signature to assure that they are correct as to format and other issues of style; maintaining other records or reports as instructed; attending meetings for the purpose of taking minutes or notes.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER
SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately. Failure to do so will result in a disqualification.

1. Experience in composing letters from meeting notes.

Applicants must detail all education, training and/or experience in composing letters from meeting notes.

2. Experience in coordinating meetings and travel arrangements.

Applicants must detail all education, training and/or experience in coordinating meetings and travel arrangements.

3. Experience in office management.

Applicants must detail all education, training and/or experience in office management.

4. Experience in computer software programs.

Applicants must detail all knowledge, education, training and/or experience in computer software programs.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in each Preferred Qualification."